

23 JUN 1976

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM : James H. McDonald  
Director of Logistics

SUBJECT : Community Headquarters Building

1. This memorandum will provide an updated overview of project status relative to planning and implementation of Community Headquarters Building modifications.

2. Previous coordination with GSA resulted in an agreement that following the receipt of Agency design drawings and specifications, GSA would require 5 to 6 weeks to award a performance contract and 1 week to issue a notice to proceed. Agency drawings were submitted on 1 June, contract award was anticipated for 15 July, and notice to proceed by 21 July. Demolition by a term contractor was anticipated between 15 June and 15 July. Construction by the general contractor was intended to start on 21 July with construction completion anticipated by 15 October.

3. In view of the above actions and proposed timing, GSA anticipated a 14 June date for solicitation for proposals. Due to the relatively complex nature of our requirements and uniqueness of the performance contract approach to project implementation, GSA required more time than originally planned for the technical review of the drawings, the preparation of resulting amendments, and the preparation of bid documents. The Agency has arranged to perform all the typing required and is presently typing a major portion of the bid documents which were received on 22 June. The remainder of the amendments will be received on the afternoon of 24 June and Agency typists will be prepared to work overtime to complete the package. Printing and Photography Division has been alerted to our requirement for reproduction of 50 sets of this package which are intended to be delivered to GSA no later than the start of business Monday morning, 28 June.

4. Per these actions and further coordination with GSA, the following action plan and project timing is anticipated when our bid document package is delivered to GSA on 28 June.

a. GSA Receipt of Bid Documents

28 June

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- b. GSA Solicitation for Proposals  
at a Concurrent Meeting with  
Selected Contractors 1 July
- c. Receipt of Contractor Proposals 15 July
- d. EEO Clearances and Credit  
Finance Clearance Process 22 July
- e. Preparation of Contract Docu-  
ments (Legal, Finance, Sig-  
natures) and Award 2 August
- f. Notice to Proceed 6 August

5. Demolition will not be accomplished by a term contractor as originally intended due to the fact that the GSA term contractor vehicle approach is no longer operative. Therefore, the demolition must be accomplished as part of the general contractor work. GSA has been informed that 15 October 1976 is the target completion date for this project. GSA advises that, following a several day review of the contract drawings and requirements, the selected contractors will be asked their opinions during a prebid conference, relative to their abilities to complete this work by this date and the resulting impact on costs and related factors.

STATINTL

6. At present and by 28 June, funding in the amount of [REDACTED] and all documents required for the contractual process will be in the possession of GSA. One additional document certifying a prospectus for this project is not required must be submitted to GSA prior to any further action by GSA on solicitations for proposals. The preparation of an in-house legal position, a legal audit trail supporting the basis for certification, and the certifying memorandum are in process. It is intended that the certifying memorandum be transmitted to GSA by close of business on Friday, 25 June.

7. In response to an Agency request for 30 official parking spaces for the Community Headquarters Building, GSA has orally informed that the Agency must provide separate written certification that "spaces are for official use and that spaces are to be used for official Government vehicles and/or privately owned vehicles which are being used at least 12 times a month for Government business and that the owner is being reimbursed by the Government." GSA also advised that, since 22 spaces are presently available around the Community Headquarters Building, the Agency would be charged for 22 official parking spaces and,

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upon the above clarifying certification, only 20 additional official parking spaces would be leased. GSA will be advised that the official Agency request for official parking is considered adequate certification of our needs and that the policing of the official use of such parking spaces is an inherent Agency compliance responsibility. GSA will also be advised that the parking of 22 vehicles around the building is an abnormal condition and that approximately 12 vehicles can be accommodated as official parking in view of losses contemplated for fire lanes, access to the rear loading dock area, construction of a fire stair, and installation of emergency generator exhaust systems.

/s/ James H. McDonald

James H. McDonald

DDA Distribution:

Orig. - Addressee D/Log.

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OL/RECD [REDACTED] /8111 (23 June 1976)

STATINTL

☐ UNCLASSIFIED☐ INTERNAL  
USE ONLY☐ CONFIDENTIAL☐ SECRET

Approved For Release 2001/07/16 : CIA-RDP79-00498A000100110013-4

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STATINTL

DD/A Registry  
File *Bldg 6r 3*

FROM:

Director of Logistics  
2C02 [REDACTED]

EXTENSION

8200

NO.

DATE

23 JUN 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Associate Deputy Director  
for Administration  
7D24 Headquarters

24 JUN 1976

*by*

2.

*D/L*

3. 2C 02 [REDACTED] Bldg.

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4.

ADDA: MJMalanick (24 Jun 76)  
Distribution:

Orig RS - D/Log w/O of Att (DDA 76-3158)

1 - DDA Subject w/cy of Att

1 - DDA Chrono

1 - MJM Chrono

Att: Memo dtd 23 Jun 76 to ADDA fr D/Log, subj:  
Community Headquarters Building

STATINTL

9.

"Para 7 bothers me a bit because it

10. seems like GSA is taking a hard-nosed approach which may be sound, but underrates a strained relationship.

11. I'd like to know how [REDACTED] handled the parking around the bldg and if we are being treated differently

12. than they were by GSA." /s/Mike

13.

14.

15.

*Mike - You may want to keep Admin Registry separate from the request for the request*

*Para 7 bothers me a bit because it seems like GSA is taking a hard-nosed approach which may be sound, but underrates a strained relationship. I'd like to know how [REDACTED] handled the parking around the bldg. and if we are being treated differently than they were by GSA - Mike*

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OL 6 3238